

# INTERAGENCY FOREIGN SERVICE NATIONAL EMPLOYEE POSITION DESCRIPTION

Prepare according to instructions given in Foreign Service National Handbook, Chapter 4 (3 FAH-2)

<b>1. POST</b>	<b>2. AGENCY</b>	<b>3a. POSITION NO.</b>
KAMPALA, UGANDA	USAID	
<b>3b. SUBJECT TO IDENTICAL POSITIONS?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No		
Agencies may show the number of such positions authorized and/or established:		

<b>4. REASON FOR SUBMISSION</b>
<input type="checkbox"/> a. Reclassification of duties: This position replaces Position No.: _____ Title: _____ Series: _____ Grade: _____
<input type="checkbox"/> b. New Position
<input type="checkbox"/> c. Other (explain):

<b>5. CLASSIFICATION ACTION</b>	<b>Position Title and Series Code</b>	<b>Grade</b>	<b>Initials</b>	<b>Date (mm-dd-yy)</b>
a. Post Classification Authority:				
b. Other:	USAID Project Management Specialist - Energy, FSN-4005	FSN-11		
c. Proposed by Initiating Office:				

<b>6. POST TITLE POSITION</b> (if different from official title)	<b>7. NAME OF EMPLOYEE</b>
	TBD
<b>8. OFFICE/SECTION:</b> <b>USAID/Uganda</b>	a. First Subdivision: Development Objective 1 (DO1): Economic Growth Team
b. Second Subdivision: Private Sector Unit	c. Third Subdivision: N/A

<b>APPROVALS AND SIGNATURES SECTION</b>	
<b>9.</b> This is a complete and accurate description of the duties and responsibilities of my position.	<b>10.</b> This is a complete and accurate description of the duties and responsibilities of this position.
Typed Name and Signature of EMPLOYEE Date (mm-dd-yy)	Typed Name and Signature of SUPERVISOR Date (mm-dd-yy)
<b>11.</b> This is a complete and accurate description of the duties and responsibilities of this position. <b>There is a valid management need for this position.</b>	<b>12. I have satisfied myself that this is an accurate description of this position, and I certify that it has been classified in accordance with appropriate 3 FAH-2 standards.</b>
Typed Name and Signature of SECTION CHIEF or AGENCY HEAD Date (mm-dd-yy)	Typed Name and Signature of Human Resources Officer Date (mm-dd-yy)

**13. BASIC FUNCTION OF POSITION**

The USAID Development Assistance Specialist-Energy (DAS-E) is responsible for participating with other senior advisors and officers in the design, development, and management of Mission energy/power sector plans and programs to support energy sector development with a focus on clean energy. The Specialist reports to the USAID/Uganda Development Objective 1: Economic Growth Office (DO1) Private Sector Unit Team Leader and advises senior Mission management and others in the USAID/Uganda Mission on national and regional energy/power development, with a major focus on the clean energy areas of energy efficiency, energy policy, and energy systems and infrastructure for generation, transmission and distribution.

The Specialist utilizes an in-depth knowledge of the Ugandan and regional energy/power sector and of economic growth issues in Uganda and the region to help USAID achieve high impact programs. The Specialist works to improve energy policy and regulations, including clean, renewable energy. The Specialist contributes to the design and implementation of programs/projects/activities that facilitate expansion of energy generation, transmission and distribution to increase access to reliable, affordable and sustainable electric power. Further the Specialist drafts and analyzes technical documentation (Requests for Application, Requests for Proposal, Statements of Work, etc.) needed to develop strategy, obligate funds, and award grants and contracts; and serves as a member on Technical Evaluation Committees, contributing to the review and selection of project proposals and USAID/Uganda personnel.

The DAS-E conceptualizes and articulates energy and economic growth strategies and implements, and monitors and evaluates existing and new energy/power programs. The Specialist will serve as COR/AOR for grants and contracts, managing significant, complex, and sensitive portions of the overall USAID energy assistance to the Government of Uganda (GoU). The DAS-E is required to monitor and evaluate on-going programs, prepare performance reports, annual reporting documents, briefing papers, concept papers, and other periodic documentation for the Mission, USAID/Washington, and the State Department.

The Specialist represents the Mission in discussions and negotiations with the GoU, other donors, and implementing partners (IPs); represents USAID in GoU and donor meetings involving support to private sector development and energy reforms, articulating the USAID and USG position on programs and strategies to various audiences and stakeholders. The DAS-E assists USAID staff including senior managers, visiting USG officials, and others in sector related public meetings, field trips, and discussions with Ugandan and regional officials and partner organizations. The Specialist also advises on the allocation of budget available for the energy/power portfolio and on highly specialized issues relating to the energy sector in Uganda, particularly those bearing on bilateral assistance, USG interests, and regional issues impacting Uganda. The DAS-E establishes and maintains senior-level contacts for Mission management in the energy sector, including individuals in the GoU, private and non-governmental institutions, and donor community.

**14. MAJOR DUTIES AND RESPONSIBILITIES****% OF TIME****a. Energy Sector Engagement, Integration, Strategic Planning, Implementation and Program Design – 35%**

The USAID Development Assistance Specialist (Energy) provides substantive technical and managerial support to the conceptualization, planning, implementation and monitoring of significant components of the overall FTF Power for Rural Livelihoods Activity (PRLA) energy sector strategy. The Specialist obtains support from and coordinates the involvement of IPs and major stakeholders (including GoU ministries and boards, the GOU parastatal operators in power, independent power providers, and private companies, businesses and investors). to identify components of effective clean energy strategies, proposals for new activities, and determinations of achievable results that will serve to improve the economic condition of women and men in Uganda and the region. The Specialist obtains Mission-level approval for the initiation of new activities; provides substantive support and input for the drafting of relevant FTF PRLA/Energy sections of Mission strategy statements, and other concept papers and relevant documents, such as results frameworks, activities packages, budgets, background documentation, and performance monitoring plans. The Specialist coordinates the drafting of energy and other DO1 activity design, analysis, and assessment documentation and related technical, policy, economic, and budgetary analyses; takes a leadership role in implementing changes to existing clean energy activities; and, serves as a member of Mission technical review teams for energy-related (and other) concept papers, solicited or unsolicited proposals, and proposed awards under USAID-funded activities.

**b. Energy Policy and Technical Advice – 25%**

The Specialist serves as a recognized energy expert, with a strong knowledge of energy policy; keeps abreast of trends and issues in the Ugandan and regional energy/power sectors; reviews and analyzes developments and advises Mission management and, as required, Embassy officials on highly specialized and complex issues relating to energy and power in Uganda and the region, particularly those bearing on bilateral assistance or other USG interests. The Specialist assists Mission officials, other USAID staff, and visiting officials in preparing for and participating in field trips, public meetings, conferences, and negotiations with the GoU for both energy and other DO1 sectors, occasionally involving planning the event, managing field activities and logistics, and serving as a control officer for the field visits. The DAS-E maintains contact with USAID/Washington officials and provides them with information, advice, and feedback, as required.

**c. Program Management and Monitoring – 20%**

The Specialist keeps track of clean energy projects, collaborating closely with the team leaders, and with senior Mission management as required. The Specialist serves as the principal USAID Foreign Service National (FSN) employee responsible for interpreting, explaining, and clarifying US Mission policies, programs, and strategies in the energy sector, through regular contact with the GoU, NGOs, IPs, other donors, private sector, and civil society organizations. The Specialist establishes and maintains senior-level contacts with GoU counterparts, donor agencies, the private sector, and a wide range of NGOs, research institutions, and universities. The DAS-E ensures coordination with other USG and GoU agencies and activities active in the energy sector, to the extent that these are complementary to or integrated with USAID-funded energy programs.

The Specialist directs, coordinates, and monitors activities necessary to attain policy reforms and development results supporting clean energy; manages implementation mechanisms, provides advice and constructive feedback, and exercises specific COR/AOR approval authority. The Specialist manages daily activities through interface with IPs, the private sector, and the GoU; conducts on-site visits and inspections (as approved by the RSO and others); and ensures IPs receive needed information on USAID regulations and policies, including audit regulations, USAID-provided logistical support services, and assistance with country/regional-level issues. The Specialist monitors and evaluates progress of IPs towards achievement of results through regular field trips, and meetings with senior IP management and project officials. The DAS-E provides technical support in establishing performance monitoring systems for results frameworks in coordination with Mission management and IPs; and, ensures appropriate accounting of resources by tracking quarterly accruals, maintaining project pipeline information, and providing leadership in meeting audit recommendations.

The Specialist applies knowledge of Uganda and regional governments, private sector organizations, advocacy groups, and stakeholders to assess the suitability of activity or sub-activity proposals, provides regular analysis and reports on the energy situation in Uganda and the region, with a focus on the status and impact of USAID and other donor programs in support of clean energy. The Specialist provides recommendations to Mission management on longer-term energy activities; prepares and submits regular progress reports, both on a periodic and ad hoc basis for situation updates, website updates; and maintains regular contact with selected offices in USAID/Washington in order to provide information and advice as required. The Specialist provides input on energy-related budgetary issues to Mission management, provides analyses of budgetary needs for the existing and planned FTF PRLA energy-sector portfolio, and participates in decisions about funding allocation within the energy portfolio.

**d. Other Duties as Assigned or Required – 20%**

Energy is a cross-cutting sector and, as a result, the Specialist will be required to work on other USAID and DO1 programming and activities as required in order to help achieve DO1 and USAID/Uganda development objectives. This is especially true with respect to private sector actors and stakeholders working on issues related to agriculture and FTF related priorities. Work to help achieve DO1 and broader USAID development objectives includes stakeholder engagement, activity design and implementation, policy and technical advice, and program management and monitoring, and AOR/COR responsibilities for any and all DO1 units including the Private Sector, Agriculture, Environment, Vulnerable Populations, and Support units since all of these subunits have aspects that deal with and/or are affected by energy.

**15. QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE**

- a. Education: A Bachelor's degree in a relevant field such as energy, trade, economics, business administration, public policy, law, international development or other energy-related field is required. A Master's or PhD in these fields is advantageous for candidates.

- b. **Prior Work Experience:** At least 5-7 years of progressively responsible, professional-level experience in an energy sector-related area are required. Experience must have provided the opportunity for development of sectoral and project documents, and performance of project design, program planning, and/or implementation work. At least two (2) years of this experience should have been in development-related work for USAID, other donor agencies, GoU organizations, or private-sector institutions. Experience should also include performance monitoring, and/or the analysis and interpretation of large amounts of data. Prior USG experience is preferred, but not required.
- c. **Post Entry Training:** Familiarization training in USAID-specific procedures, regulations, and methods will be provided. Orientation to working from a donor-Agency perspective will also be provided. Completion of formal COR/AOR certification courses is required and will be provided. Additional training to maintain professional capability and qualifications in the energy and power field, as well as other courses offered for professional USAID staff, will be provided as appropriate, subject to availability of funds.
- d. **Language Proficiency (List both English and host country language(s) proficiency requirements by level (II, III) and specialization (sp/read):** Fluency in written and spoken English, and in one or more local languages, is required.
- e. **Job Knowledge:** Strong knowledge of the GoU developmental agenda, developmental initiatives, and development priorities for energy sector and related areas, as well as the socio-political culture understanding in various geographical regions of Uganda is required. Also required is a thorough knowledge of issues relating to economic and clean energy development in Uganda and the region, and Uganda and regional power strengths and vulnerabilities. Additionally, the Specialist needs an in-depth and expert knowledge of a broad range of issues of energy policy, generation, transmission, distribution and human resources capacity building as well as knowledge of private-sector development and competitiveness. Knowledge of strategies, programs, and the working methodologies of other donor agencies and banks in the energy sector in Uganda is required.
- f. **Skills and Abilities:** A high level of technical expertise and ability in energy and private-sector development is required. The DAS-E should possess the ability to advise senior Mission management on Uganda power development and issues across a wide range of energy related topics (such as the regulatory environment for energy, key barriers to energy reform, etc.) and their implications on USAID programs. Program design, budgeting, implementation, monitoring, and evaluation skills are essential. The ability to effectively communicate complicated policy, strategy, and program issues orally and in writing is also required. The Specialist must have good interpersonal, coordination, and bureaucratic skills; be able to coordinate successfully with all parts of the USAID Mission and Embassy to advance program interests. The Specialist must be able to handle sensitive issues diplomatically, represent USAID authoritatively, and use good judgment in speaking on behalf of USAID in high-level meetings with the USG, the GoU, NGOs, and other donors and in conferences, seminars, and workshops. The DAS-E must possess good organizational and management skills.

## 16. POSITION ELEMENTS

- a. **Supervision Received:** The Specialist works under the general supervision of the DO1 Office Director and the direct supervision of the Private Sector Unit Leader. Assignments are made orally and in writing. Most assignments occur in the normal course of the work, but the Specialist is required to determine those that must be coordinated with the supervisor. The supervisor provides a review of the assignment, the goals and objectives to be achieved, and the results expected. The Specialist will seek advice and assistance as required. Work is reviewed in terms of results achieved.
- b. **Supervision Exercised:** Continuing supervision of USAID/Uganda staff is not contemplated.
- c. **Available Guidelines:** Available technical guidelines include clean energy guidance, energy program and initiative descriptions and program documents as well as sector analyses and strategies. General program and operation guidance comes from USAID Mission Orders, Mission strategies and other relevant reports, the Automated Directives System (ADS), USAID Mandatory and Standard Provisions, the FAR, AIDAR, and other published and unpublished guidelines. Guidelines are often general in nature and not specific to the situation at hand, requiring considerable interpretation.
- d. **Exercise of Judgment:** Independent judgment is required for developing, implementing, managing evaluating and reporting major energy/power sector programs/projects/activities. Judgment is required in order to make decisions, based on a careful analysis of facts and variables, possible alternatives, and potential political and development implications and impact. The Specialist exercises good judgment, and completes work independently; and, monitors implementation of energy-sector activities and maintains accountability for results achieved.
- e. **Authority to Make Commitments:** The Specialist exercises the authority given to all USAID activity managers and CORs/AORs, and may make administrative arrangements consistent with ADS guidance and Mission policy. The Specialist takes action and establishes priorities based on available guidelines and professional judgment.

## INTERAGENCY FSN EMPLOYEE POSITION DESCRIPTION

Guidance is sought when needed, and the supervisor informed of activity and project status. Within the scope of the authority delegated, the Specialist may indicate to ranking counterpart and IP officials that they will make a recommendation to USAID on a specific activity issue or problem. The Specialist may negotiate for the immediate supervisor, if requested.

- f. Nature, Level, and Purpose of Contacts: The Specialist directly oversees components of the FTF PRLA energy/power portfolio, requiring substantive contacts with senior-level political and civil service personnel of the GoU (including the Ministerial levels and senior professional working levels) as well as the staffs of the energy sector parastatal organizations. The work includes frequent contact with private sector, environment and natural resources, regional organizations, non-governmental organizations, and research institutions up to the leadership level, and with other donor representatives as well as other USG agencies. Some contacts are for oversight of work carried out by IPs and grantees to ensure compliance with contract and grant agreements. The Specialist coordinates and participates in regular meetings with IPs, grantee representatives, banks, energy agencies and GoU Ministries and Departments to review progress of programs/projects. The DAS-E identifies implementation problems and recommends ways to strengthen program interventions.
- g. Time Expected to Reach Full Performance Level: One year.